

COLUSA COUNTY CHILDREN AND FAMILIES COMMISSION

Minutes of Public Meeting

October 8, 2002

The meeting of the Colusa County Children and families Commission was called to order at 3:15 p.m. in the Morse Conference Room at the Colusa Library, 738 Market Street, Colusa, California. Commissioners Barbara Hankins, Dolores Gomez and Nancy Parriott were present constituting a quorum. Commissioners Nolan Gonzales and Christy Scofield were not present.

Public attending: Jean Bourbeau, Child Abuse Prevention Council Executive Director, Barbara Riley, TASC Consultant, and Charlette Lauppe.

Items discussed in accordance with the publicly posted agenda were as follows:

1. Approval of September 10, 2002 meeting minutes

Commissioner Hankins moved to approve minutes of the September 10, 2002 meeting as presented; motion seconded by Commissioner Parriott. The motion was passed unanimously by voice vote (3/0).

2. Review outstanding invoices and approve payment of expenses

A total of three invoices for a total of \$6,467.27 were presented for payment.

Commissioner Gomez moved to approve payment of the invoices as presented; motion seconded by Commissioner Hankins. Motion was passed unanimously by voice vote (3/0).

3. Public comment and unscheduled matters (The Colusa County Children and Families Commission will not be making a determination on items brought up during this portion of the agenda)

Ms. Lauppe announced that the Regional Commissioner Meeting was scheduled for November 7, 2002 and would be held in Sacramento. The meeting site will be forthcoming and additional information about the meeting will be distributed in a hold the date flyer that should be received by the end of this week. At this time Commissioners Scofield, Gomez and Hankins have committed to attend the meeting.

Jean Bourbeau, CAPC Executive Director, said that she was glad to be aboard and that she had just relocated to Colusa. She asked each Commissioner to elaborate on all the hats they wear and the various work they do in the county.

The Commission discussed member terms of office and asked that a review of the Ordinance By-Laws that established the Commission be added to the next meeting agenda.

4. Colusa County Children & Families Commission 10 Year Financial Plan Approval

Barbara Riley, TASC Consultant, presented the CCCFC 10 Year Financial Plan Draft and 2 scenario spreadsheets requested by the workgroup. Ms. Riley explained that Commissioners

Scofield and Parriott had participated on a Financial Planning Workgroup to formulate the 10-year plan for the Colusa Commission. The planning tools developed by TASC were used to create scenario spreadsheets with input from the workgroup, Strategic Plan, Annual Budget and interviews with staff and Commissioners.

The Commission discussed the impact of declining revenues and felt that the spreadsheet showing declining grant funding for new grants best reflected planning for future grant funding.

Commissioner Gomez moved to approve using the declining scenario spreadsheet for the 10 Year Financial Plan; motion seconded by Commissioner Hankins. Motion was passed unanimously by voice vote (3/0).

Commissioner Hankins moved to approve the 10 Year Financial Plan presented linked to the declining scenario spreadsheet; motion seconded by Commissioner Gomez. Motion was passed unanimously by voice vote (3/0).

5. Review and Approve Matching Funds for Retention Incentive for Early Care Report

The Commission reviewed the draft report for the Matching Funds report due to the State Commission by October 15, 2002. The Commission discussed that the report was not of the quality they would be comfortable submitting to the State Commission and asked that Ms. Lauppe meet with appropriate representatives from Children's Services for a complete report with support summary documents and explanations attached as requested and that spelling errors be corrected in the report narrative. Ms. Lauppe apologized and said that she had requested several changes to the report before bringing it to the Commission over the last two months. The Commission requested a special meeting on October 21, 2002 to review the revised report and consider it for approval for distribution to the State Commission. Ms. Lauppe will notify the State Commission that the report will not be available on October 15, 2002 and will be late.

6. Executive Director Report

The Executive Director Report was submitted in writing. The Commission did not request additional information and commended Ms. Lauppe on the work being done for the Commission.

7. Mini Grant Funding 02/03

The Commission agreed to plan for a next round of Mini Grant Funding that would begin in December 2002 with funding decisions in February 2003. This timeline would allow the Commission to release funds in March and April 2003. The only change in the program will be to limit the maximum grant to \$1,000 and include information in the application request that those who received grants in the last round should not apply. The Commission discussed reaching out to new providers who did not apply during the last round of mini grants.

8. Executive Director Contract

The Commission discussed that the current Executive Director contract was a two-year contract beginning November 15, 2000 and was scheduled to end next month. The

Commission asked that this item be included as an action item on the November 12, 2002 meeting agenda to consider a two-year contract.

9. Adjournment

Meeting adjourned at 4:40 p.m.

A special meeting will be held on Monday, October 21, 2002 at 3:00 p.m. at the Colusa County Department of Health Conference Room, 251 E. Webster Street, Colusa.

Minutes prepared by Charlette Lauppe, Executive Director to the Commission.

Attachment A: Three Invoices

Attachment B: Draft 10 Year Financial Plan

Attachment C: Declining and Level Scenario Spreadsheets

Attachment D: Matching Funds Draft Report-Not Approved

Attachment E: Executive Director's October 8, 2002 Report